



City of Scottsdale Liquor License Questionnaire

All liquor license applications in Scottsdale are required to complete the attached questionnaire in order to process the case and prepare it for the City Council hearing. This questionnaire needs to be completed and returned to the appropriate city staff within **3 business days** from the date the applicant receives it. Please submit the following items:

- 1. Completed Liquor License Questionnaire**
 - 2. Scaled overall site plan Architectural plans/drawings are preferred (any size)**
 - 3. Scaled overall floor plan (see below)**
 - 4. Site Photos (all sides of location, including all patio areas)**
- Please review the provided information sheet for additional information concerning bars and restaurants.
 - Fax to **(480) 312-7088 – Attention Teri Gleason**, or deliver to the first floor of One Civic Center, 7447 E. Indian School Road, Suite 105 – Attention Teri Gleason. Normal business hours are 8 a.m. to 5 p.m. An area map is provided on the last page of this handout. You can also call (480) 312-7000 for directions.

IMPORTANT!

Floor plan must include kitchen (dimensioned), bar service area* (dimensioned), and all food preparation, dishwashing, storage and office areas. If these plans are not included with your questionnaire, city staff cannot process your case in a timely manner.

*Definition provided on information sheet.

Fax to: Teri Gleason, (480) 312-7088 Date Faxed:

For any questions about how to complete this form, call (480) 312-2611.

City of Scottsdale Liquor License Questionnaire

Please complete all questions and return to our office within 3 business days. Failure to provide this information in a timely manner may result in a delay in processing your application.

Name of Business

Type of business (restaurant, bar, grocery, retail, etc.)

Business Address

Name of Shopping center where business is located

Total Gross Square Footage of Establishment

Was there a previous business at this location? If yes,
list name of previous business.

Yes No

Was liquor sold at this location prior to this application?
If yes, what type of license?

Yes No

If liquor sales have stopped, when did they stop?

Is this business currently open?

Yes No

- If yes, under what ownership?

- If yes, is this business operating with an interim
liquor license? When does that expire?

Yes No Expiration Date:

- If no, what is the proposed opening date?

Is this business under construction?

Yes No

Is this business being remodeled?

Yes No

Does this business have an existing patio?

Yes No

Does this business have a proposed patio?

Yes No

If yes, what are the dimensions of the patio?

For All Applicants: (if you have questions related to City parking requirements call (480) 312-4162)

*Please indicate N/A if the question does not apply to your establishment.

How many striped parking spaces are provided on-site?
(For free standing buildings only.)

If using a parking agreement, how many parking
spaces are allocated to your business? (Please attach
copy of parking agreement.)

If using parking credits, how many are allocated to this
establishment?

If using in-lieu parking credits, how many are allocated
to this establishment?

For Restaurants, Bars and Restaurant/Bars:

Will the bar service area be in excess of fifteen (15) percent of the gross floor area?	Yes	No
---	-----	----

Will the kitchen be less than fifteen (15) percent of the gross floor area?	Yes	No
---	-----	----

Will age verification be required/requested for admittance at any time during business operations?	Yes	No
--	-----	----

Is a cover charge required for admittance at any time during business operations?	Yes	No
---	-----	----

Will less than forty (40) percent of gross revenues be derived from the sale of prepared food?	Yes	No
--	-----	----

Will the business remain open and liquor sales continue but the full kitchen closes before 9:00p.m.?	Yes	No
--	-----	----

During what hours will the establishment provide full kitchen service?

During what hours will the establishment offer liquor sales?

Gross square footage of kitchen (*do not include refrigerators or areas used for storage of food or beverages*)

Gross square footage of bar service area (includes the floor area under indoor and outdoor bars and the floor area behind the bars used for the storage, prep and serving of food or drinks.)

Restaurant Seating Capacity

Bar Seating Capacity

For Hotel Restaurant applicants:

Is the restaurant owned/operated by the hotel or an independent operator?

Will this business feature any of the following:

Patron Dancing?	Yes	No	Karaoke?	Yes	No
Live Bands?*	Yes	No	DJ?*	Yes	No
(*may require a conditional use permit)			(*may require a conditional use permit)		
Amplified music?*	Yes	No	Outdoor dining?	Yes	No
(*may require a conditional use permit)					
Adult Entertainment?	Yes	No	Games?	Yes	No
After Hours (teen)?*	Yes	No	Four (4) or more pool tables?	Yes	No
(may require a conditional use permit)					
After hours (21+)?*	Yes	No	Drive thru window?	Yes	No
(*may require a conditional use permit)					

City License Information: Contact Scottsdale's Tax & Licensing Office at (480) 312-2400 to apply for the City Liquor Permit and Privilege Tax License.

Applicant Narrative:

Please complete the statements below indicating how approval of this application would be in conformance with the following state statute:

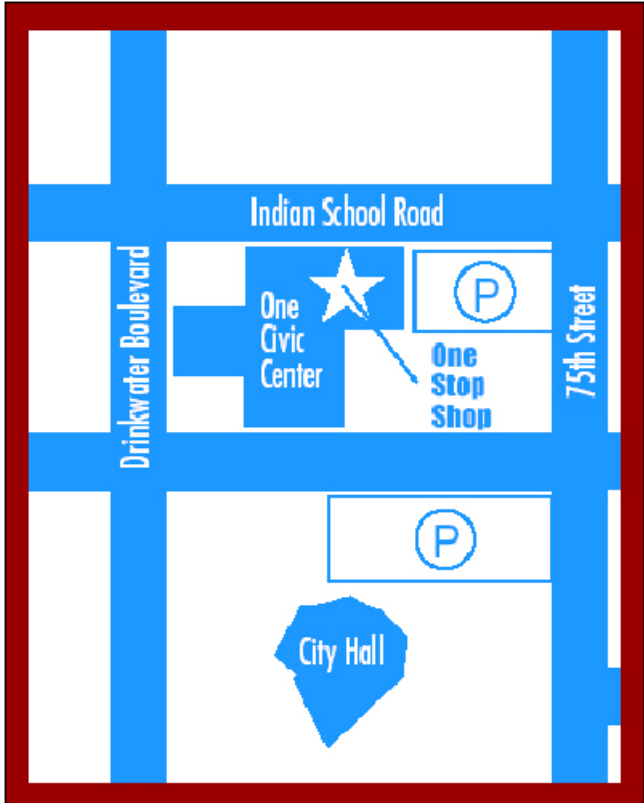
ARS 4-201.G IN ALL PROCEEDINGS BEFORE THE GOVERNING BODY OF A CITY OR TOWN, THE BOARD OF SUPERVISORS OF A COUNTY OR THE BOARD, THE APPLICANT BEARS THE BURDEN OF SHOWING THAT THE PUBLIC CONVENIENCE REQUIRES AND THAT THE BEST INTEREST OF THE COMMUNITY WILL BE SUBSTANTIALLY SERVED BY THE ISSUANCE OF THIS LICENSE.

1. I have the capability, qualifications and reliability to hold a liquor license because:

2. The public convenience requires and the best interest of the community will be substantially served by the issuance of the liquor license because:

3. If this establishment is a restaurant, please describe: (type of food, operation, casual, upscale, etc.)

I affirm, to the best of my knowledge, that the information provided in this document is true and correct.

Signature	Printed Name	Date
	<p>City of Scottsdale Planning & Development Services Dept. first floor of One Civic Center (identified with a star) 7447 E. Indian School Rd., Suite 105 Scottsdale, AZ 85258 Parking is available to the east and south of the One Civic Center building. For directions to One Civic Center call (480) 312-7000. Additional liquor license information is available on the city's web site at: http://www.scottsdaleaz.gov/BldgResources/CounterResources/FAQLiquor.pdf</p> <p>City Tax & Licensing Offices are also located on the first floor of One Civic Center. For information on City liquor license requirements/application call (480) 312-2400 or access the city liquor license application at: http://www.scottsdaleaz.gov/licenseguide/LicenseCatalogDetail.asp?T=LIQ</p>	

Need to Know –

Information for Bars/Restaurants in Scottsdale

If you are considering locating a bar or restaurant in Scottsdale, it is important to be aware of city license and zoning requirements (**prior to committing to a business location or submitting a liquor license application to the State.**) In some instances, bars may require a Conditional Use Permit that may take 4-6 months to obtain. This handout outlines a six-step process to ensure you are fully informed/aware of the specific regulations that relate to bars/nightclubs and restaurants in Scottsdale.

- 1) Identify what type of State Liquor License (Series #) you are applying for.
- 2) If you are applying for **any of the following State Liquor Licenses** you may also have to acquire a City of Scottsdale conditional use permit:

Series 03 – Microbrewery	Series 12 – Restaurant
Series 06 – Bar	Series 13 – Domestic Farm Winery
Series 07 – Beer & Wine Bar	Series 14 – Club (Private)

- 3) In Scottsdale, you are considered a bar/nightclub or cocktail lounge if you meet **any** of the following criteria:
 - Bar service area* more than 15% of the gross floor area
 - Kitchen is less than 15% of the gross floor area
 - Age verification is requested for admittance
 - A cover charge is required for admittance (except for special events approved through city's special event process)
 - Less than 40% of gross revenues are generated from the sale of prepared food
 - The business remains open and liquor sales continue but the kitchen closes before 9 p.m.

If you checked any one of the above, you are considered a bar and **may be required to obtain a conditional use permit**. Proceed to step #4 for information about determining applicability. If you did not check any of the above criteria, you can proceed to step #5.

***Bar service area** includes the floor areas under indoor and outdoor bars counter tops and the floor area behind the bars counter tops used for the storage, preparation and serving of food or drinks.

- 4) If your business meets any of the above criteria, please contact the City of Scottsdale immediately to determine applicability of the regulations and the most efficient process to meet the regulations. You may contact Eva Wallace at (480) 312-2788 to schedule an appointment. Your appointment will take place at the city's Planning & Development Services Office, located on the first floor of One Civic Center, 7447 E. Indian School Road, Suite 105. An area map is provided on the last page of this handout. You can call (480) 312-7000 for directions.
- 5) A Scottsdale (city) liquor license is also required. Contact the Tax & License Department at (480) 312-2400 for application information.

An overview of the liquor license process and how it pertains to bars and restaurants located in Scottsdale is available on the City of Scottsdale web site at:

<http://www.scottsdaleaz.gov/bldgresources/counterresources/LiquorLicenses/default.asp>

******PLEASE COMPLETE THIS PAGE IF YOU ARE
APPLYING FOR A SERIES 7 (BEER & WINE BAR)
LIQUOR LICENSE.***

**SERIES 7 ADDENDUM TO LIQUOR QUESTIONNAIRE
RESTAURANT OPERATION PLAN**

1. List by Make, Model and Capacity of your:

Grill	
Oven	
Freezer	
Refrigerator	
Sink	
Dish Washing Facilities	
Food Prep Counter (dimensions)	
Other	

2. Attach a copy of your menu (Breakfast, Lunch and Dinner including prices)

3. List the seating capacity for:

- a. Restaurant area of your premises:**
- b. Bar area of your premises:**
- c. Total area of your premises:**

4. What type of dinnerware and utensils are utilized within your restaurant?

Reusable
Disposable

5. Please list employee positions and their duties: